

Inyo Mono Advocates for Community Action, Inc. (IMACA) is a federally designated Community Action Agency, incorporated in 1981 to serve persons in both counties. IMACA is subject to, and regulated by, both Federal and State statutes.



**Administration/Fiscal
180 Clarke Street
Bishop, CA 93514**

Position Announcement

Controller

Objective: *The Controller is responsible for all financial activities of the agency, including: budgeting, fiscal reporting, and accounting in a computerized non-profit environment. The Controller will advise both the Executive Director and Board of Directors on overall financial condition and risk management issues. Duties also include certain general administrative tasks. The Controller reports to the **Executive Director**.*

SPECIFIC DUTIES AND RESPONSIBILITIES:

- **General Ledger and Financial Reporting:** Regular analysis of general ledger, development & application of internal fiscal controls and monthly financial reporting. Prepare and post all monthly accruals for payroll, medical, vacation, insurance, indirect costs, and prepaid expenses. Prepare monthly and quarterly reports for all contracts; prepare monthly billings for various grants and accruals, and reconciliation of expenditures and receivables. Post LIHEAP/Weatherization financial data into EARS reporting system; utilize the ServTraq reporting system. Develop individual budgets for various Federal and State grants; and monthly reconciliation of period to date expenditures and remaining fund balances for all budgets.
- **Compliance & Reporting Requirements:** Review and assure accuracy of fiscal information in all agency reports. Assure accounting and grant compliance with funding and licensing agencies and IMACA policies & procedures.
- **Fiscal Liaison:** Work with independent auditors during annual audits. Ensure all IMACA financial records are accurate and free from material misstatements and ready for annual audit.
- **Risk Management:** Responsible for risk management in all insurance matters. Works to ensure compliance.
- **Program Support:** Assist Program Directors in preparation and monitoring of budgets.
- **Asset Security:** Maintain and safeguard all assets, information and financial records.
- **Payables and Payroll:** Oversee bookkeeping process and establish policies in compliance with state and federal regulations as they arise. Comply with established purchasing policies for compliance with Office of Management and Budget circular A-133
- **Supervise and Evaluate Fiscal Department Staff:** Oversee effective staff training, career development and maintain staff training records.
- **Participate in On-Going Professional Development:** Attend conferences, training and workshops, as needed.
- **Other Duties As Assigned**

QUALIFICATIONS:

- B.A. degree, preferably in Accounting or Business, or equivalent experience substituted for education
- Knowledge of principles of accounting for non-profit organizations
- Knowledge of generally accepted accounting principles and practices
- Knowledge of administrative and clerical procedures and systems, managing files & records, designing forms, and other office procedures & terminology
- Minimum of three years' experience performing supervision, accounting functions and budgeting
- Experience in the analysis and reporting of financial data, including ability to combine pieces of information to form general conclusions
- Excellent oral and written communication skills
- Demonstrated ability to work independently and make sound judgments based upon information available
- Minimum of one year data processing experience
- Must possess a valid driver's license, be insurable, and have a good driving record

- Strong Microsoft Excel and Intuit QuickBooks skills
- CPA License preferred
- Experience in using electronic document/records data base and repositories preferred
- The ability to use charts & graphs to convey core reporting concepts preferred

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel and reach with hands and arms. Specific vision abilities required by this job include: close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually quiet to moderate.

Position Title:	Controller
Program:	Administration
Location:	Bishop
Position Classification:	Grade D 1 - D 2- Exempt
Time Base:	Full-time 35 hours/week
Starting Salary	\$61,880.00- \$69,160.00 annual salary- DOQ
Benefits	Full

To apply submit materials outlined below to:

IMACA Personnel, 180 Clarke Street, Bishop, CA

Or by mail to:
P. O. Box 845, Bishop, CA 93515

OPEN UNTIL FILLED

Application packets requirements include:

1. a completed IMACA application form
2. a letter describing your interest in the position, including how your skills meet the required job responsibilities
3. a résumé
4. the names and contact information of 3 professional references

For questions or additional information, please contact 760.873.8557 or snelligan@imaca.net or www.imaca.net.

INYO MONO ADVOCATES FOR COMMUNITY ACTION, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

(Revised 10/2022)